



Please provide 12 copies of ALL materials in the application, including 11"x17" copies of all large scale plans, large scale elevations, etc., please.

(no need to provide 12 large scale copies of plans/elevations, 3 large scale copies are fine).

The application will not be accepted without the 12 copies.



Planning Board Comprehensive Application Form

TO: Applicants

FROM: Newmarket Planning Board

SUBJECT: Guidelines for Processing Applications

The Newmarket Planning Board wants to process applications as speedily as possible. We understand that the Zoning Ordinance and our Regulations are complex and often confusing. These requirements are designed to deal with different situations from single-issue waivers and permits to large-scale residential developments and commercial site plans. Therefore, not all requirements may be applicable to your application.

Although it is not required, it is recommended that before you file your application if you have any questions or concerns, you should discuss your proposal informally with the Town Planner. The Town Planner will review your project conformance with the Town's Ordinances and Regulations and can advise you on procedures for obtaining approval as well as other governmental permits that may be required. Call (603) 659-8501 ext 1315 for an appointment or email: dhardy@newmarketnh.gov. Town of Newmarket Regulations and Ordinances are available online at www.newmarketnh.gov.

The key to receiving a prompt decision is to have all the necessary information in the Planning Department before the Planning Board meeting. All applications **MUST** be submitted to the Planning's office **FIFTEEN (15) DAYS** Prior to the Planning Board meeting at which it will formally be reviewed. The Town Planner will schedule you for a Public Meeting. In order to be scheduled, your application must be substantially complete.

Type and Description of Project (this description will be used for notification purposes):

<u>Application Type:</u>	<u>Description of project or application:</u>
Subdivision:	
Site Plan:	
Impact Fee Waiver:	
Special (Conditional) Use Permit:	
Other:	



TOWN OF NEWMARKET COMPREHENSIVE APPLICATION

Note: This form and all required information must be filed at least **15 days** before the date of the meeting at which it is to be submitted to the Board. Revised plans of any type must be in the office **7 days** prior to the hearing date. Filing is to be done at the **Planning Department, Newmarket Town Hall, 186 Main Street, Newmarket, NH 03857.**

**** Note regarding information requested:** Name, mailing address and telephone contacts must be supplied for an application to be scheduled for a hearing. Email addresses are optional and will be used to transfer electronic copies of notices, memoranda, and/or other documents.

1. Name, mailing address and telephone number of **owner of record**.

2. Name, mailing address, telephone numbers (voice and fax) and email of **agent**. The agent is the entity with the legal authority to bring the application to the board on behalf of the landowner. If the owner is not the applicant, the 'Authorization to Act as Agent' section must be filed with the Board.



3. Name, mailing address, and telephone numbers (voice and fax) of **applicant**.
An applicant is the entity with authority to represent an agent and/or landowner before the Board and will be responsible for dissemination of all information to the landowner and/or agent. An applicant is often (but not necessarily) a surveyor, engineer, attorney, or real estate professional.

4. Street Location of Subject Parcel: _____

5. Tax Map _____ Lot _____

6. Zoning district property is located in _____

7. Overlay Districts or other regulations affecting Subject Property:

State Highway Permit: _____

Wetlands Overlay: _____

Shoreland Protection: _____

Aquifer Protection: _____

Scenic Roadway: _____

State Subdivision: _____

Current Use Tax: _____

Others (specify) _____



8. Special (Conditional) Use Permit:

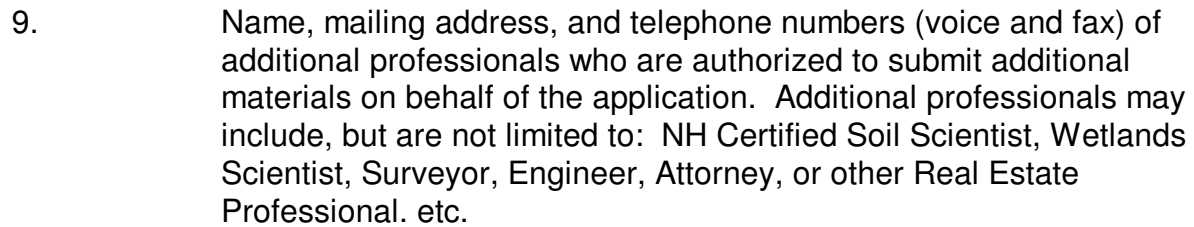
SPECIAL (CONDITIONAL) USE PERMITS. Pursuant to RSA 674:21,I(i), a provision which permits flexible and discretionary zoning among other innovative land use controls, the Town offers certain discretionary authority to the Planning Board in limited cases where generally stated standards appear inappropriate.

- (A) Special (Conditional) Use Permits are provided in the following sections: § 1.05 (A)(3) for expansions of non-conforming uses; § 2.01(B)(2) for optional uses in the mills; § 2.04(B)(2)(a) for self-storage facilities within existing buildings in the mills; § 2.04(B)(2) for optional uses related to the golf course or outdoor recreation; § 2.07 (C) for flexible use development within the B-3 District; 5.01 (C)(7)(a) for excavations in the Aquifer Protection District; § 5.03 for impacts in the Wetland Overlay District; § 5.07(B)(3) for siting telecommunications facilities; § 7.01(B)(3) for permitting large home-based businesses; and § 7.05 Affordable Elderly Housing.

- a. Section of Zoning Ordinance authorizing permit:

_____.

- b. Information submitted must be sufficient for the Board to rule on the criteria found within the relevant section of ordinance authorizing the permit.

[illegible]

The Application must include a completed and executed copy of Town of Newmarket –Abutter Notification Form. Include Map and Lot numbers of all abutters adjacent to the property. The legal definition for an abutter can be found at NH RSA 672:3, as amended; for purposes of notification, all parties in RSA 6764(l)(d), as amended:



APPLICATION FEES

In accordance with RSA 676:4, I(g), the applicant shall pay the following fees to compensate the Town for its expenses in processing, noticing and reviewing each application, one or more may apply, however, only one notice fee is required:

SUBDIVISION OF LAND

(A) Administration:

- (1) Lot Line Adjustment: \$70
- (2) Subdivision: \$500.00 plus \$175/lot
- (3) Minor Subdivision: \$250.00 plus \$75/lot

(B) Public Notice:

- (1) \$75.00 per notice; plus
- (2) \$7.00 per abutter or other party notified.

(C) \$26.00 per sheet. Recording: The applicant shall reimburse the Town the cost of recording at the Rockingham County Registry of Deeds, with specific amounts as set by the Register of Deeds. Payment for first sheet due with application. Additional sheets must be paid upon presentation of Mylars to the Planning Office. *No sheets will be recorded until this and all other fees are paid.*

(D) Other costs incurred by the Board in reviewing the application (such as engineering, legal, and planner review), as limited in RSA 676:4 and the Newmarket Subdivision Regulations, shall be passed through to the applicant by the Board unless specifically waived.

Each Lot/Parcel or Dwelling Unit

Public Notice Fee

Abutter Notification [____ (# of abutters) x \$7]

Total

\$



SITE PLAN REVIEW

(A) Administration:

- (1) Minor Review: \$125.00
- (2) Major Review, one or more of the following shall apply:
 - (a) Residential Base Fee \$250
Per Unit \$125
 - (b) Commercial Base Fee \$250
Plus per square foot of floor space-
 - 0-1,000 \$0.12 per sq. ft.
 - 1,001-5,000 \$0.10 per sq. ft.
 - 5,001-10,000 \$0.08 per sq. ft.
 - 10,001+ \$0.05 per sq. ft.
 - (c) Industrial Base Fee \$250
Plus per square foot of floor space-
 - 0-1,000 \$0.06 per sq. ft.
 - 1,001-5,000 \$0.05 per sq. ft.
 - 5,001-10,000 \$0.04 per sq. ft.
 - 10,001+ \$0.03 per sq. ft.

(B) Public Notice:

- (1) \$75.00 per notice; plus
- (2) \$7.00 per abutter or other party notified.

- (C) \$26.00 per sheet. Recording: The applicant shall reimburse the Town the cost of recording at the Rockingham County Registry of Deeds, with specific amounts as set by the Register of Deeds. Payment for first sheet due with application. Additional sheets must be paid upon presentation of Mylars to the Planning Office. *No sheets will be recorded until this and all other fees are paid.*

- (D) Other costs incurred by the Board in reviewing the application (such as engineering, legal, and planner review), as limited in RSA 676:4 and the Newmarket Subdivision Regulations, shall be passed through to the applicant by the Board unless specifically waived.

Administration Fee

Public Notice Fee

Abutter Notification [____(# of abutters) x \$7]

Total

\$



IMPACT FEE WAIVER or SPECIAL USE PERMIT

(A) Public Notice:

- (1) \$75.00 per notice; plus
- (2) \$7.00 per abutter or other party notified.

(B) \$26.00 per sheet. Recording: The applicant shall reimburse the Town the cost of recording at the Rockingham County Registry of Deeds, with specific amounts as set by the Register of Deeds. Payment for first sheet due with application. Additional sheets must be paid upon presentation of Mylars to the Planning Office. *No sheets will be recorded until this and all other fees are paid.*

(C) Other costs incurred by the Board in reviewing the application (such as engineering, legal, and planner review), as limited in RSA 676:4 and the Newmarket Subdivision Regulations, shall be passed through to the applicant by the Board unless specifically waived.

Public Notice Fee

Abutter Notification [____(# of abutters) x \$7]

Total

\$



Verification & Signature Pages

1. The applicant and/or owner and/or agent, certifies that this application is correctly completed with all required attachments and requirements and that any additional reasonable costs for engineering or professional services incurred by the Planning Board or the Town of Newmarket in the final subdivision process of this property shall be borne by the following party:

Applicant _____ Owner _____ Agent _____

** Failure to indicate a responsible party for fees and associated costs will result in the denial of the application without a public hearing in accordance with RSA 676:4.

2. The owner/agent hereby authorizes the Newmarket Planning Board and its agents to access the subject land for the purpose of reviewing this subdivision plan, performing road inspections and any other inspections deemed necessary by the Board or its agents, to insure conformance of the on-site improvements with the approved plan and all Town of Newmarket ordinances and regulations.
3. The undersigned owner/agent hereby submits to the Newmarket Planning Board a Completed Application Package and respectfully requests its approval of said plat. In considerations for approval and the privileges occurring thereto, the owner hereby agrees, as applicable:
 - To carry out the improvements agreed upon and as shown and intended by said plat, including any work made necessary by unforeseen conditions which become apparent during construction.
 - To provide and install standard street signs as approved by the Town for all street intersections.
 - To give the Town on demand, proper deeds for land or rights of ways reserved on the plat for streets, drainage or other purposes as agreed upon.
 - To save the Town harmless from any obligation it may incur, or repairs it may make, because of my failure to carry out any of the foregoing provisions.
 - To make no changes whatsoever in the Final Plat as approved by the Board unless a revised plan or a plat or new application is submitted and approved by the Board.



- To construct improvements or post the Planning Board's Performance Guarantee to insure completion of the improvements shown on the plat and related drawings.
- There are no known violations of the Town of Newmarket Zoning Ordinance or Newmarket Planning Board Regulations present on the property that have not been disclosed as part of this application.
- To insure proper boundary monumentation at the project's completion in accordance with the Town of Newmarket Subdivision Regulations.

Authorization to Act as Agent

Mr./Ms. _____ of _____

is hereby designated as the person whom is authorized to act as my agent in securing any and all permits necessary from the Newmarket Planning Board for the development of my property, all communications to the owner may be addressed to the agent or applicant on the agent's behalf.

Signed: _____

Dated: _____

Witness: _____

Owner Address: _____

By _____
Owner/President or Treasurer if a Corporation



**TOWN OF NEWMARKET
ABUTTER NOTIFICATION FORM**

Instructions:

1. List the map, parcel, name and mailing address of the property owner and all abutters as shown in Town records not more than 5 days prior to submittal, per RSA 676:4, I(b). This may be typed on a separate sheet. If using another sheet or multiple sheets, please indicate the date of preparation and sign your name on each sheet.
2. As applicable, list the name, mailing address, daytime phone number and fax number of: the Applicant's Authorized Agent; and any surveyor, engineer, architect or soil scientist whose stamp and signature appear in the application materials. Other required abutters are detailed in RSA 676:4(I)(b).
3. **Please attach three adhesive mailing labels for each entry on the list. Label size must not exceed 1" tall by 2.75" long. Labels must be legibly filled out with names & mailing addresses of all parties on abutters list.**
4. **The determination of abutters is the responsibility of the applicant, this list will not be reviewed for compliance with statutory requirements.**

Map	Parcel	Owner	Mailing Address
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Date of preparation: _____

I hereby certify that all information presented on this form is, to the best of my knowledge, correct.

Signature of preparer: _____